



Eglin/Hurlburt Family Housing Privatization Project



Document Room Procedures

Location and Hours of Operation:

The Housing Privatization Document Room is located in the small conference room of Building 38 on Eglin Air Force Base. The official address is 38 Hatchee Road, Eglin Air Force Base, FL 32542-5133. Specific directions are as follows: Enter the west gate, take an immediate left into the housing area. Building 38 is on the right, across the street from the Housing Office, Building 10800. Enter and ask for the Housing Privatization Office.

The Document Room will be available on Tuesdays and Thursdays from 9:00 a.m. to 12:00 p.m.

Appointments and Base Access:

Access to the document room is by appointment only. Contact the Housing Privatization Project Manager at (850) 882-3502 to set up a time during the hours of operation specified above. If you do not have the appropriate ID (e.g., military or Department of Defense employee ID), you will need to be escorted on base. Someone will come down to meet you and bring you up to the document room. Once your visit is complete, you will be escorted back to the front gate.

Copying Policy:

While in the Document Room, you can review any of the documents listed. Limited copying equipment is available on site and documents typically cannot be removed. If there is a specific document that you need to make a copy of, effort will be made to accommodate your request. If the base has more than one copy of a particular document, you will be allowed to borrow it for up to 24 hours. Documents currently available for this include the Housing Community Plan (HCP) and Asbestos/Lead Based Paint Survey. Several documents are also posted electronically or will be when they are finalized. If you desire a copy of something that is not posted and it is available electronically (e.g., utility plans), a copy can be provided on a CD if you bring one. Please indicate this intention when making your appointment. If you do not live in the local area and have a similar request, you can mail a blank CD with SASE to:

Housing Privatization Project Manager
96 CEG/CERH
38 Hatchee Road
Eglin AFB, FL 32542-5133

A copy of what you request will be returned.

The need for potential offerors to have access to existing information is well understood and use of the Document Room is encouraged. Every effort will be made to be as accommodating as possible but please understand that the current security climate presents certain challenges that we all must learn to work with.

If you have any questions regarding these procedures, please contact the Housing Privatization Project Manager.

“Quality Communities For Air Force Families”